



Publicity Request

Rank:	First Name:	Last Name:	
Email:	DSN:	Cell:	
Unit/ Organization:	Date Requested:		
What are you requesting?	TV News Package (60 sec)	Radio News Story	Live Radio Guest
	Radio Spot (15 or 30 sec)	Social Media Promotion	Video Spot (15, 30, 60, 90 sec)
Event/ Topic:			
Event Date:	Time:	Location:	
Target Audience:	Projected Runtime:	Spot Type:	
When your audience is finished watching/ looking/ listening to the end product, what do you want them to walk away knowing (goal for this product)? What else is important for us to know?			